



कुमाऊँ विश्वविद्यालय, नैनीताल (उत्तराखण्ड)

KUMAUN UNIVERSITY, NAINITAL (UTTARAKHAND)

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दिनांक:

Maintenance Policy

1. Introduction

Kumaun University, Nainital, is committed to maintaining its physical, academic, and support facilities to provide a conducive learning environment. This policy outlines the systematic approach to maintaining and utilising facilities such as the library, sports complex, computers, and classrooms.

2. Objectives

- Ensure all facilities are in optimal working condition.
- Provide a safe and conducive environment for students, staff, and visitors.
- Prolong the lifespan of university assets.
- Enhance the aesthetic and functional value of University infrastructure.

3. Scope

This policy applies to all physical, academic, and support facilities within Kumaun University, including but not limited to:

- Library
- Sports Complex
- Computer Labs
- Classrooms
- Administrative Buildings
- Hostels
- Common Areas

4. Maintenance Procedures

4.1 Library

- Daily Cleaning: Ensure daily cleaning of all library areas, including reading rooms and restrooms.


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- Cataloguing and Inventory: Regularly update the catalogue system and conduct inventory checks bi-annually.
- Book Preservation: Use preservation techniques for old and rare books, including temperature control and handling protocols.
- Digital Resources: Ensure the regular update and maintenance of digital resources and databases.
- Feedback Mechanism: Implement a feedback system for users to report issues or suggest improvements.

4.2 Sports Complex

- Routine Checks: Conduct daily inspections of sports equipment and facilities.
- Scheduled Maintenance: Perform monthly maintenance of sports grounds, gym equipment, and other facilities.
- Safety Inspections: Conduct safety inspections quarterly to ensure all facilities meet safety standards.
- Usage Policies: Implement and enforce usage policies, including booking systems for different sports and activities.

4.3 Computer Labs

- System Updates: Ensure all computers have up-to-date software and security measures in place.
- Hardware Checks: Perform regular hardware checks and replace any malfunctioning components.
- Technical Support: Provide on-site technical support during operating hours for immediate issue resolution.
- Usage Guidelines: Establish and enforce guidelines for lab usage to prevent misuse and ensure availability.

4.4 Classrooms

- Daily Cleaning: Ensure classrooms are cleaned daily, including desks, boards, and floors.
- Equipment Maintenance: Regularly check and maintain audio-visual equipment and other teaching aids.
- Furniture Inspection: Conduct quarterly inspections of classroom furniture and replace or repair as needed.
- Scheduling: Optimise classroom usage through an effective scheduling system to prevent overcrowding and ensure availability.



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5. Roles and Responsibilities

- Planning and Development Cell: Oversee the implementation of maintenance schedules and address any infrastructure issues.
- Maintenance Staff: Carry out daily cleaning, repairs, and routine checks as per the maintenance schedule.
- IT Department: Ensure all technological resources are maintained and updated regularly.
- Sports Coordinator: Manage the upkeep and scheduling of sports facilities.
- Library Staff: Maintain library resources, conduct regular inventories, and manage user feedback.

6. Monitoring and Evaluation

- Regular Inspections: Conduct regular inspections of all facilities to ensure compliance with maintenance standards.
- Audit Reports: Prepare and review bi-annual audit reports on the state of university facilities.
- Feedback Systems: Collect and analyse feedback from students, staff, and visitors to identify areas for improvement.
- Continuous Improvement: Implement improvements based on inspection findings and feedback to enhance facility maintenance.

7. Budget and Resource Allocation

- Annual Budgeting: Allocate an annual budget for the maintenance and improvement of university facilities.
- Resource Management: Ensure adequate resources, including personnel and equipment, are available for maintenance activities.

8. Conclusion

Kumaun University is dedicated to maintaining high standards for its physical, academic, and support facilities. Through systematic maintenance procedures and efficient resource management, the university aims to provide a safe, functional, and supportive environment for all members of its community.



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